



Missouri Department of Higher Education and Workforce Development

FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT...

OWD Issuance 21-2017: Statewide On-the-Job Training Policy and Guidelines

(Issued: March 1, 2018)

Last Updated: May 2020

Q: What updates were made to the OJT Manual in May 2020?

A: The OJT Manual was updated to remove the following employer eligibility requirements:

- It is prohibited to enter an OJT agreement with a State agency.
- It is prohibited for any local governmental WIOA operator to enter an OJT agreement with any other unit of that same government.

Last Updated: November 2019

Q: Can I establish an OJT agreement with an employed worker?

A: Yes. An OJT agreement can be written and established for an eligible employed worker following §680.710. All three of the following requirements must be met:

- (a) The employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment; *and*
- (b) All normal OJT requirements, including employer eligibility, have been met; *and*
- (c) The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to a new job requiring additional skills, workplace literacy, or other appropriate purposes identified by the LWDB.

Last Updated: August 2019

Q: What provider do I select when entering an OJT service?

A: The training provider for all OJT services (301, 307, 310) will be the employer. OJT employers must be set up as OJT training providers in MoJobs. For now, requests to get the employer listed are handled through the Technical Support Unit. Submit your request for assistance by emailing DWDSupport@dhewd.mo.gov.

Q: **LWDBs can support Registered Apprenticeship through both an OJT agreement and an ITA contract. If the employer pays an apprentice wages while they receive related technical instruction, can these hours be reimbursed as part of the OJT training plan?**

A: No. The OJT training plan is to be established based on the skills the participant will be learning while performing the hands-on portion of the Registered Apprenticeship, only. The USDOL makes clear distinction between the two components in the following regulations:

§ 680.740 How can on-the-job training funds be used to support placing participants into a registered apprenticeship program?

(a) OJT contracts may be entered into with registered apprenticeship program sponsors or participating employers in registered apprenticeship programs for the OJT portion of the registered apprenticeship program consistent with §680.700. Depending on the length of the registered apprenticeship and State and local OJT policies, these funds may cover some or all of the registered apprenticeship training.

TEGL 19-16

ETA is committed to fully integrating RA programs as an employment and training solution for American Job Center centers. American Job Center centers may make arrangements with RA programs to initiate applications to RA programs on behalf of participants. ETA wants to ensure that local areas have maximum flexibility to serve participants and support their placement into RA programs. Given the unique nature of RA, there are several ways in which training services may be used in conjunction with these programs:

- An ITA may be developed for a participant to receive RA training;*
- An OJT contract may be developed with a RA program for training participants. OJT contracts are made with the employer or RA program sponsor, and RAs generally involve both classroom and on-the-job instruction. The OJT contract may be made to support some or all of the OJT portion of the RA program;*
- A combination of an ITA to cover the classroom instruction along with an OJT contract to cover on-the-job portions of the RA is allowed; and*
- Incumbent worker training may be used for upskilling apprentices or journey workers who already have an established working/training relationship with the RA program.*

Q: **What are the requirements for Show-Me-Hero (SMH) On-the-Job Training (OJT)?**

A: Normally regions request SMH funding at a designated time. However, if SMH funding is needed the LWDB may email Central Office (Veterans Unit) to submit a funding request.

A SMH enrollment is required by completing a Generic Application in MoJobs. Additionally, a Co-enrollment into WIOA Dislocated Worker is required.

Q: Who case manages SMH OJT?

A: The staff person who enrolled them into the SMH OJT program. DVOP staff cannot enroll participants into WIOA or the SMH OJT. (SMH OJT funds are WIOA Dislocated Worker funds)

Last updated: December 2018

Q: What changes were made to the OJT Manual?

A: Policy Updates

- Effective August 28, 2018 Show-Me Heroes OJT eligibility was extended from 1-year from discharge and/or deployment date to 5 years from discharge and/or deployment date.

Programmatic Technical Assistance Updates

- Additional information and guidance provided for recording OJT accurately in the MoJobs system.
- Additional information and guidance provided for recording OJT when supporting Registered Apprenticeship activity in the MoJobs system.
- Measurable Skills Gain (MSG) section added to the Manual. This provides guidance and step-by-step instructions on when to record a MSG and how to record the MSG in the MoJobs system.
- More thorough information provided to document eligibility for Show-Me Heroes OJT. Show-Me Heroes requires a dual enrollment using the WIOA Dislocated Worker Application and the Generic Application. Instructions provided to complete these steps accurately.
- OJT and Job Orders section added to the OJT Manual. When establishing an OJT agreement with an employer who has an active/open job order in the MoJobs system, staff are to make a job order referral and then update the referral status to 'Hired' once employment status has been confirmed.
- OJT and Employer Services section added to the OJT Manual. Staff are to record applicable employer services when marketing OJT or when conducting OJT mid-point or end-point monitoring. This section explains the two services available to record, which must be recorded to the applicable employer's service record.
- TAA section added to the OJT Manual to inform staff of the Governor's Agreement, requiring that TAA be the primary source of funding for all TAA-eligible OJT participants.

Q: Which service do I record when supporting Registered Apprenticeship with an OJT agreement?

A: When supporting RA activity with an OJT agreement ONLY, staff are to use the '310-Apprenticeship Non-Approved Provider' service. When supporting RA activity with an OJT agreement and an ITA contract, staff are to use the '314-Apprenticeship Approved Provider List ITA' service. The 314-Apprenticeship service must be attached to the Program Sponsor or Training Instructor associated with the RA program, as this is a required data element recorded on the Participant Individual Record Layout (PIRL) for reporting purposes.

Q: Is there a maximum wage cap for OJT?

A: For regular WIOA or Show-Me Heroes funded OJT agreements there is no wage cap. A maximum wage cap was in place for the MO-40 Job Driven NEG, however, it was just for that grant alone. A local region may decide to put a maximum wage cap in their local OJT policies, but one is currently not required by state or federal regulations.

Please direct all questions or comments regarding the Issuance or this FAQ document to owdpolicy@dhewd.mo.gov. All active Issuances are available at jobs.mo.gov/dwdissuances. Expired/rescinded Issuances are available on request.

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